**Publisher – Lesson 3 Guided Notes**

**\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_** affect the entire publication and appear on all pages. They appear as blue dotted lines. Two types:

* **Margin guides:** define the \_\_\_\_\_\_\_\_\_\_ margins.  
  To hide margin guides: *View Tab, \_\_\_\_\_\_\_\_\_\_ group, Guides \_\_\_\_\_\_\_\_\_\_\_\_\_*
* **Grid guides:** Additional \_\_\_\_\_\_\_\_\_\_\_ and vertical Grid guides may be added.

*Page \_\_\_\_\_\_\_\_\_\_\_ Tab, Layout Group, Guides, Grid and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Guides*

**Ruler guides** are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to individual pages. They appear as \_\_\_\_\_\_\_\_\_\_\_\_\_\_ dotted lines.  
To create and modify \_\_\_\_\_\_\_\_\_\_ guides:*Page Design \_\_\_\_\_\_\_\_\_\_\_\_\_\_, Layout Group, Guides*

**Copy Formats**

* Text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a method of adding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_interest to text.
* To increase \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in a publication, the Format \_\_\_\_\_\_\_\_\_\_\_\_\_may be used to copy text formatting to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ locations within a publication.
* To use Format Painter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ the text containing the desired format. On the \_\_\_\_\_\_\_\_\_\_\_ Tab, in the Clipboard group, click on Format Painter. Drag the cursor over the target text.

**Tables**

* Tables organize\_\_\_\_\_\_\_\_\_\_\_\_\_ for easy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* A table is a collection of information organized \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Insert a table using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab, Tables group, Tables command.
* Columns and rows can be added or deleted using the Table Tools Layout \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Column width, row height, predesigned table formats, line weight and color can be changed using the Table Tools\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.